



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

JUN 18 2015

IMC, Inc.
11480 Commerce Park Drive
Reston, VA 20191

Attention: Brad Schieber, VP Sales

Reference: RFP2000000964; Electronic Record and Archive Management

Dear Mr. Schieber:

Acceptance Agreement

Contract Number: 4400005678

This Acceptance Agreement signifies a contract for Services (labor categories only) related to Records and Archive Management. The period of the contract shall be from Date of Award through December 31, 2018, with four (4) one-year renewal options.

The final Contract contains the following documents:

- a. The County's Request for Proposal RFP2000000964 and all Addenda;
- b. Your Technical Proposal dated March 20, 2014;
- c. Your Cost Proposal, Labor Rates on page 6 only, dated March 20, 2014;
- d. This Acceptance Agreement;
- e. Any County purchase order; and
- f. Any amendments subsequently issued.

Please note that this is not an order to proceed. A Purchase Order constituting your notice to proceed will be issued to your firm. Please provide your Insurance Certificate according to Special Provisions, Section 24, within 10 days after receipt of this letter. All questions in regards to this contract shall be directed to the Contract Specialist, Kristy D. Varda, at 703-324-3217 or via e-mail at kristy.varda@fairfaxcounty.gov.

Sincerely,

Cathy A. Muse, CPPO
Director/County Purchasing Agent

Department of Purchasing & Supply Management

12000 Government Center Parkway, Suite 427

Fairfax, VA 22035-0013

Website: www.fairfaxcounty.gov/dpsm

Phone 703-324-3201, TTY: 1-800-828-1140, Fax: 703-324-3228